Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130095-5

Administrative Services 1 February 1952

STATINTL [redacted]

Monthly Report - January 1952

CONTROL NOS. 700

REQUESTS FILLED 12

REQUESTS UNFILLED 10

25X1A9A [redacted]

Document No. 005
NO CHANGE in Class. ☒
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 28 MAR 1978 By: [redacted]

25X1

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RECORD CENTER MONTHLY REPORT JANUARY 1952

DATE	OFFICE	RECEIVED FOR SUPPLEMENTAL DISTRIBUTION				SUPPLEMENTAL DISTRIBUTION								RECORD MATERIAL			
		INITIAL RECEIPT		RETURNS		CIA INTELLIGENCE REPORTS				CIA INFORMATION REPORTS				REQUESTS		STORAGE	
		Items	Copies	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Items	Received	Destroyed
		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
(1)	(2)	2115	12734	207	381	304	8	304	1319	772	27	772	1008	4	24	141	—
	TOTALS:																

CIA REGULATIONS SUPPLEMENTAL DISTRIBUTION 1668 copies

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JANUARY 1952

25X1A

INITIAL DISTRIBUTION CIA REGULATIONS

NUMBER OF REGULATION	SUBJECT	PAGE NO. (S)	DATE OF ISSUANCE	DATE REC'D RECORD CENTER	DATE DIST. RECORD CENTER	NO. SURPLUS COPIES	NO. EMPLOYEES USED	TIME REQUIRED
	TRANSPORTATION	2	1-12-52	1-23-52	1-23-52	168	4	1/2 hour
	TRANSLATION SERVICE	1	1-12-52	1-23-52	1-23-52	101	4	1/2 hour
	PROJECT REVIEW COMMITTEE	1	1-16-52	1-25-52	1-25-52	94	3	1 1/2 hours
	SUBMISSION OF STAFF STUDIES	1	1-25-52	1-26-52	1-26-52	114	3	1 1/2 hours
4						477	14	4

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INITIAL DISTRIBUTION CONFIDENTIAL FUNDS REGULATIONS

JANUARY 1952

DATE OF ISSUANCE	SUBJECT	PAGE NO. (S)	DATE REC'D RECORD CENTER	DATE DIST. RECORD CENTER	NO. SURPLUS COPIES	NO. EMPLOYEES USED	TIME REQUIRED	NO. COPIES RECEIVED
1-16-52	PROCUREMENT OF SUPPLIES, EQUIPMENT, REAL PROPERTY AND NON-PERSONAL SERVICES. PART VIII	18, 19, 19A, 19B	1-25-52	1-25-52	0	2	1 1/2 hours	269
1						2	1 1/2 hours	269

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JANUARY 1952

INITIAL DISTRIBUTION CIA NOTICES

25X1A

NUMBER OF NOTICE	SUBJECT	DIST. NO.	DATE OF ISSUANCE	DATE REC'D RECORD CENTER	DATE DIST. RECORD CENTER	NO. SURPLUS COPIES	NO. EMPLOYEES USED	TIME REQUIRED
	ANNOUNCEMENT OF APPOINTMENTS	2	1-18-52	1-23-52	1-23-52	65	4	1 1/2 hours
	ESTABLISHMENT OF THE POSITION OF AUDITOR-IN-CHIEF	2	1-18-52	1-24-52	1-24-52	56	2	1 hour
	ANNOUNCEMENT OF APPOINTMENT	2	1-18-52	1-24-52	1-24-52	149	2	1 hour
3						270	8	3 1/2 hours

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Administrative Services

2 January 1952

STATINTL [redacted]

Monthly Report - December 1951

CONTROL NOS. 571

REQUESTS FILLED 16

REQUESTS UNFILLED 15

25X1A9A [redacted]

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DATE	OFFICE	RECEIVED FOR SUPPLEMENTAL DISTRIBUTION: INITIAL RECEIPT Items (3)	INITIAL RECEIPT Copies (4)	RETURNS Items (5)	RETURNS Copies (6)	SUPPLEMENTAL DISTRIBUTION: CIA INTELLIGENCE REPORTS Filled (7)	CIA INTELLIGENCE REPORTS Unfilled (8)	CIA INFORMATION & PUBLIC Items (9)	CIA INFORMATION & PUBLIC Copies (10)	CIA INFORMATION & PUBLIC Filled (11)	CIA INFORMATION & PUBLIC Unfilled Items (12)	CIA INFORMATION & PUBLIC Items (13)	CIA INFORMATION & PUBLIC Copies (14)	RECORD MATERIAL: REQUESTS Filled (15)	REQUESTS Items (16)	STORAGE Received (17)	STORAGE Destroyed (18)
(1)	(2)	2550	18123	33	89	435	6	435	1779	759	37	759	1090	2	2	125	---
	TOTALS:																

12/11/51 Transfered 20 boxes (Job 50-41) to [ ] OCD/Library

396 copies of CIA REGULATIONS DISTRIBUTED ON SUPPLEMENTAL DISTRIBUTION

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25X1A9A

STANDARD FORM NO. 64
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Administrative Services

DATE: 1 December 1951

STATINTL FROM : [redacted]

SUBJECT: Monthly Report - November 1951

CONTROL NOS. 657

REQUESTS FILLED 11

REQUESTS UNFILLED 6

25X1A9A [redacted]

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RECORD CENTER MONTHLY REPORT NOVEMBER 1951

DATE	OFFICE	RECEIVED FOR SUPPLEMENTAL DISTRIBUTION				SUPPLEMENTAL DISTRIBUTION								RECORD MATERIAL			
		INITIAL RECEIPT		RETURNS		CIA INTELLIGENCE REPORTS				CIA INFORMATION REPORTS				REQUESTS		STORAGE	
		Items	Copies	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Items	Received	Destroyed
		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
(1)	(2)	2505	14177	273	335	670	—	670	1317	1053	7	1053	2229	—	——	2	3 crates
	TOTALS:																

CIA REGULATIONS DISTRIBUTED IN 641 COPIES

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Administrative Services

DATE: 1 November 1951

STATINTL FROM : [redacted]

SUBJECT: Monthly Report - October 1951

CONTROL NOS. 761

REQUESTS FILLED 8

REQUESTS UNFILLED 10

25X1A9A [redacted]

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RECORDS AND FILES SECTION MONTHLY REPORT OCTOBER 1951

DATE	OFFICE	RECEIVED FOR SUPPLEMENTAL DISTRIBUTION				SUPPLEMENTAL DISTRIBUTION								RECORD MATERIAL			
		INITIAL RECEIPT		RETURNS		CIA INTELLIGENCE REPORTS				CIA INFORMATION REPORTS				REQUESTS		STORAGE	
		Items	Copies	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Items	Received	Destroyed
		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
(1)	(2)	2956	21199	195	309	582	——	582	1318	763	——	763	1218	2	19	179	
TOTALS:																	

TOTAL NUMBER OF OLD RECORDS DESTROYED

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Administrative Services

DATE: 1 October 1951

STATINTL FROM : [redacted]

SUBJECT: Monthly Report - September 1951

CONTROL NOS. 912

REQUESTS FILLED 9

REQUESTS UNFILLED 7

REQUESTS FOR CIA REGULATIONS, NOTICES 965

25X1A9A [redacted]

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RECORDS AND FILES SECTION MONTHLY REPORT AUGUST 1951

DATE	OFFICE	RECEIVED FOR SUPPLEMENTAL DISTRIBUTION				SUPPLEMENTAL DISTRIBUTION								RECORD MATERIAL			
		INITIAL RECEIPT		RETURNS		CIA INTELLIGENCE REPORTS				CIA INFORMATION REPORTS				** REQUESTS		STORAGE	
		Items	Copies	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Items	Received	Destroyed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
1 Sept.		2367	17451	999	1143	207	24*	281	1547	557	39*	995	2205	4	5	50 boxes	
TOTALS:																	

** 2 UNFILLED REQUESTS FOR STORAGE MATERIAL

* COPIES NOT AVAILABLE FOR SUPPLEMENTAL DISTRIBUTION

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RECORDS AND FILES SECTION MONTHLY REPORT SEPTEMBER 1951

DATE	OFFICE	RECEIVED FOR SUPPLEMENTAL DISTRIBUTION				SUPPLEMENTAL DISTRIBUTION								RECORD MATERIAL			
		INITIAL RECEIPT		RETURNS		CIA INTELLIGENCE REPORTS				CIA INFORMATION REPORTS				REQUESTS		STORAGE	
		Items	Copies	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Unfilled	Items	Copies	Filled	Items	Received	Destroyed
		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
(1)	(2)	1487	19292	344	875	219	—	219	880	503	2 *	503	1360	1	2	37 Boxes	
TOTALS:																	

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SHUTTLE BUSSES	NUMBER	CHAUFFER SALARIES	OPERATING
(APR)	5	#1,150.00	
Building to Building MOVING Done by U.S.A. 1951	NO. OF MOVES	NO. OF PERSONS	CO.
(APR.)	49	362	#
(MAY)	59	317	
(JUNE)	36	119	
			MON.
TELEPHONES	INITIAL INSTALLATION	RELOCATION CHARGE	MILEAGE
(APR.)	#688.00	#519.00	* # 2,
(MAY)	#727.00	#375.00	
(JUNE)	#862.00	#286.50	
PHYSICAL SECURITY	GUARDS	RECEPTIONISTS	
(APR.)	#46,409.80		
(MAY)	#52,068.67		
(JUNE)	#54,103.39		
BLD. MAINT. + UTIL.	ALTERATIONS		
(APR.)	151,232.94		
(May)	51,814.51		
(JUNE)	51,762.07		

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G COSTS	PASSENGERS CARRIED	REFERENCE
$699.21	20,060 (955.2 per day)	APRIL REPORT, DATE 11 MAY 1951 (VERBAL REPORT FROM [redacted] 25X1
ST		
5,901.00		PAGE 2, JULY REPORT, DATED 10 AUG 1951
5,034.79		" " AUG " " 6 SEPT. 1951
7,09927		" " SEPT " " 3 OCT. 1951
NTHLY E COSTS		
. 927.60		TELEPHONE BRANCH REPORT DATED 30 JUNE '51
		" " " " 31 JULY '51
		" " " " 31 AUG '51
		PAGE 2, JULY REPORT, DATED 10 AUG. 1951
		" " AUG " " 6 SEPT. "
		" " SEPT " " 3 OCT. "
		PAGE 2, JULY REPORT, DATED 10 AUG. 1951
		" " AUG " " 6 SEPT. "
		" " SEPT " " 3 OCT. "
		* COMPILED FROM TELEPHONE COMPANY INVOICES AS OF DEC. 15, 1951

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